

AGENDA

**REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
(502) 875-8500**

**OCTOBER 20, 2003
5:00 P.M. (EST)**

**1. INVOCATION
ROLL CALL
MINUTES**

Sister Miriam Picconio, Good Shepherd Church

September 19 Special Meeting, October 6 Work Session,
October 6 Special Meeting, October 9 Special Meeting

MAYOR'S REPORT

2. CEREMONIAL ITEMS

2.1 Employee Recognition.

Background: The Board of Commissioners traditionally recognizes City employees who are retiring within the various City departments. At this meeting, Tim Johnson will be recognized for his retirement from the Fire Department, which was effective 7/31/03.

Attachments: None.

2.2 YMCA's Capital Campaign.

Background: A member of the Board of Directors for the Frankfort YMCA will be in attendance to update the Board of Commissioners on the YMCA's Capital Campaign.

Attachments: Frankfort Kentucky YMCA Capital Campaign Update dated 10/3/03.

3. ORDINANCES

3.1 An Ordinance Fixing the Rate of Taxation for the Year of 2003 on All Tangible Property Subject to Tax, Trust and Insurance Companies, Public Service Companies and Levying Said Tax for All City Purposes. (Second reading)

Purpose: The purpose of this item is to consider an ordinance setting the tax rate for 2003 Ad Valorem Taxes (allowing 4% increase) and setting the rate for 2003 Insurance Taxes.

Background: This ordinance had its first reading on 9/15/03.

Proposed rates for 2003 are as follow: (For General Fund Purposes)

- | | |
|---------------------|------------|
| 1. Ad Valorem | 19.6 cents |
| 2. Insurance Shares | 15.0 cents |

Rates are levied for each \$100 valuation.

The 2002 ad valorem tax rate was set at 19.8 cents.

Financial Analysis: By adopting the above rate, the City will net an additional \$134,289 in general fund revenue. Included in the \$134,289 is \$50,870 derived from new property.

Recommendation: Approval.

Attachments: Ordinance.

Contact Person

Name: James C. Rogers
Title: Director
Department: Finance
Phone: (502) 875-8505
E-Mail: Jrogers@fewpb.com

3.2 An Ordinance Amending Ordinance No. 34, 2000 Series, and Frankfort Municipal Code Section 5.12.100 to Permit the Sale of Malt Beverages by Certain Private Clubs on Sundays. (Second reading)

Purpose: The purpose of this ordinance is to consider permitting the sale of malt beverages by certain private clubs on Sundays from 1:00 p.m. until 9:00 p.m.

Background: Attorney Steven G. Bolton attended the Board's 9/8/03 Work Session on behalf of VFW Post No. 4075 and proposed an amendment to existing ordinance which would permit the sale of malt beverages by certain private clubs on Sundays.

The proposed ordinance covers only certain private clubs which have been granted all appropriate licenses for the sale of malt beverages and which have dining facilities with a minimum seating capacity of one hundred (100) people at tables; are nonprofit, eleemosynary organizations with a required number for membership, and have been in existence for a period of at least two (2) years.

Before the Board are two ordinances containing the above provisions. An ordinance having first reading on 9/15/03 contained the provision for eleemosynary organizations with a membership of at least five hundred (500); an ordinance having first reading on 10/6/03 contained the provision for eleemosynary organizations with a membership of at least two hundred (200).

Attachments: Ordinance having first reading on 9/15/03.
Ordinance having first reading on 10/6/03.

3.3 An Ordinance Adopting the Rates of Taxation Fixed by the Frankfort Independent School Board on All Tangible Property and Public Service Companies Subject to Taxation and Levying Said Tax for School Purposes. (First reading)

Purpose: The purpose of this item is to consider an ordinance setting the tax rate for 2003 tax year for the Frankfort Independent School System.

Background: On 9/16/03, the Frankfort Independent School Board held a public hearing concerning the proposed tax rates for 2003. The proposed rates are as follow:

43.6 cents per \$100 assessed value for Real Estate
46.2 cents per \$100 assessed value for Personal Property

Recommendation: Approval.

Attachment: Ordinance.
Letter from Frankfort Independent School Board dated 9/16/03.

Contact Person:
Name: James C. Rogers

Title: Director
Department: Finance
Phone: (502) 875-8505
E-Mail: jrogers@fewpb.com

3.4 An Ordinance Amending Frankfort Municipal Code Chapter 15.24, Ordinance No. 14, 1999 Series, Ordinance No. 24, 2001 Series, and Ordinance No. 19, 2003 Series, Property Maintenance Code. (First reading)

Purpose: The purpose of this ordinance amendment is to remove and clarify any potential conflicting interpretations relating to the word “constitute” by replacing it with “contain”.

Background: On 9/15/03, the Board of Commissioners adopted an ordinance amending the Property Maintenance Code. Staff reviewed this ordinance with the Code Enforcement Board on 9/23/03. During this meeting, it was discussed that the word “constitute” could be interpreted contrary to the intent. Therefore, staff informed the Board that we would request a corrective ordinance to resolve this issue.

Recommendation: Approval.

Attachments: Ordinance.

Contact Person

Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: (502) 875-8513
E-mail: Gmuller@fewpb.com

4. ORDERS

4.1 An Order Amending Order No. 1, 1995 Series, and Order No. 9, 2002 Series, Relating to Conditions of Employment for Police Officers and Firefighters.

Purpose: The purpose of this item is to consider an order amending the conditions of employment for police officers and firefighters.

Background: Prior to being employed by the City of Frankfort, police officers and firefighters are required to sign “Conditions of Employment” which require the employee to remain employed by the respective department for a minimum of thirty-six (36) months, specify training, certification and physical agility requirements, and set residency requirement for firefighters.

The current Conditions of Employment are outdated and need to be revised to reflect current statute/ordinance requirements as follow:

Police Department: increase in mandatory basic training hours from 400 to 640;

Fire Department: requires passing a job-related physical agility test annually or fully participating in Fire Department’s Fitness/Wellness Program.

Recommendation: Approval.

Attachments: Order.

Contact Person

| | | |
|-------------|--|--|
| Name: | Ted W. Evans | Wallace Possich |
| Title: | Police Chief | Fire Chief |
| Department: | Police | Fire |
| Phone: | (502) 875-8523 | (502) 875-8511 |
| E-mail: | Tevans@fewpb.com | wpossich@fewpb.com |

5. RESOLUTIONS

- 5.1 Resolution Amending Number of Voting Members Necessary for a Quorum and Extending Term for Special Task Force on Sanitary Sewer Policies for the Sewer Department of the City of Frankfort, Kentucky.

Purpose: The purpose of this item is to consider amending the number of members required for a quorum from six (6) voting members to five (5) voting members and extending the term of the Special Task Force from 10/31/03 to 8/15/04.

Background: The Board of Commissioners created a Special Task Force on sanitary sewer policies for the Sewer Department on 4/21/03. The work of the Special Task Force was to be completed no later than 10/31/03 and final report was to be forwarded to the City Manager for referral to the Board of Commissioners no later than 11/15/03. The Special Task Force has requested an extension until 8/15/04, to present its report to the City Manager for referral to the Board of Commissioners. In the original resolution, a quorum was defined as six (6) voting members of the Task Force.

Recommendation: Approval.

Attachments: Resolution.

Contact Person

| | |
|-------------|--|
| Name: | William R. Scalf, Jr., PE |
| Title: | Director |
| Department: | Sewer |
| Phone: | (502) 875-2448 |
| E-mail: | wscalf@fewpb.com |

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Commission member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 6.1 Bid Award: One "Kid Builder" Playground Set for East Frankfort Park. (Parks and Recreation)

Purpose: The purpose of this item is to consider replacement of the therapeutic playground equipment located at East Frankfort Park. The current playground equipment does not meet NPSI/Safety Standards and is considered to be a liability.

Background: Brian Dickey with the Kentucky League of Cities met with Parks and Recreation in July to evaluate the City's parks and playgrounds for safety hazards. His recommendation was to remove the therapeutic playground equipment as soon as possible and replace it with a modern playground that meets NPSI/Safety Standards. Bluegrass Recreational Products has been

awarded the Kentucky State Price Contract, #C-99002072, for playground systems. The play system selected is a Little Tike's "Kid Builder" QF007586 at a cost of \$16,585.36, plus installation costs of \$5,277.16, for a total of \$21,862.52.

Financial Analysis: Funding is allocated in the current budget for playground equipment in the amount of \$24,500.

Recommendation: Approval.

Attachments: None.

Contact Person:

Name: Steve Brooks
Title: Director
Department: Parks and Recreation
Phone: (502) 875-8575
E-Mail: Sbrooks@fewpb.com

6.2 Bid Award for One 2004 Ford F-350 Utility Truck and Declare one 1979 Utility Truck as Surplus. (Public Works Department)

Purpose: The purpose of this item is to consider the purchase of one 2004 Ford F-350 Utility Truck from Man-O-War Ford under state price contract and to declare a 1979 Utility Truck as surplus.

Background: Funding has been allocated for the purchase of a new vehicle for the Streets Division. One 2004 Ford F-350 Utility Truck will be purchased under state price contract with Man-O-War Ford in Lexington, State Price Contract No. C-01012846, in the amount of \$30,813.

The new utility truck will replace a 1979 model utility truck which has over 100,000 miles and will be declared as surplus to be sold in the next City auction.

Financial Analysis: Funds are allocated in the Streets Division's equipment account, # 100-62-56550, for this purchase.

Recommendation: Approval.

Attachments: None

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: (502) 875-8563
E-mail: jhackbrt@fewpb.com

6.3 Bid Award for 2004 Recycling Truck and Declare 1990 Recycling Truck as Surplus. (Public Works Department)

Purpose: The purpose of this item is to consider a bid award to Municipal Equipment for one 2004 Recycling Truck and to declare a 1990 Recycling Truck as surplus.

Background: The Sanitation Division operates four recycling trucks in its current fleet. Three trucks are required to service the routes and the fourth truck serves as a backup unit. The new

truck will replace the 1990 backup unit that has over 100,000 miles and which will be declared surplus to be sold in the next City auction.

The City received two bids ranging from \$99,200 to \$98,850. The lowest bid was from Municipal Equipment.

Financial Analysis: Funds are allocated in the Sanitation Division's equipment account, # 100-65-56550, for this purchase.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: (502) 875-8563
E-mail: jhackbrt@fewpb.com

6.4 Renewal of Technical Service Support Agreement with Medtronic Physio-Control for Life Pak 10 Defibrillators/Monitors/Pacemakers. (Fire Department)

Purpose: The purpose of this item is to consider renewal of Technical Service Support Agreement with Medtronic Physio-Control for providing maintenance and service on twelve Life Pak 10 Defibrillators/Monitors/Pacemakers for a three year period.

Background: The current three year contract for service, maintenance and repairs for defibrillators expired on 9/2/03. Contract renewal will provide for continuous service on the defibrillators, all accessories, paddles, and battery support systems. Medtronic Physio-Control is the sole vendor capable of providing this service in that all the current units are the Physio-Control brand. The new contract is for a three-year period to expire 9/2/06 at \$12,103.85 per year payable in quarterly installments, total \$36,311.55. Medtronic Physio-Control has provided this service to the City for several years in a very satisfactory manner.

Financial Analysis: Funding is allocated in Fire Account 100.41.53265.

Recommendation: Approval.

Attachments: Technical Service Support Agreement.

Contact Person

Name: Wallace Possich
Title: Fire Chief
Department: Fire
Phone: (502) 875-8511
E-Mail: wpossich@fewpb.com

6.5 Award Contract to Davey Resource Group to Complete Scope of Work under the 2003 Kentucky Urban and Community Forestry Grant. (Parks and Recreation)

Purpose: The purpose of this item is to consider awarding a contract to Davey Resource Group to complete the scope of work as recently funded under the 2003 Kentucky Urban and Community Forestry Grant through the Kentucky Division of Forestry.

Background: The City of Frankfort applied in May, and received notice of award in July, of a 2003 Urban Forestry grant to resolve conflicts between street trees and utilities. A Request for Proposals (RFP) was publicly advertised in accordance with state law and local procurement rules 9/7/03. In addition, six firms were directly sent a copy of the RFP. Responses were due by 2:00 p.m., 9/22/03.

Davey Resource Group was the only respondent. While the City could reject this bid and advertise again, it seems appropriate to award to Davey, in that subsequent solicitations would likely have the same result. Furthermore, another solicitation would cause an approximate 3-week delay. This would put the project behind schedule and jeopardize timely completion of grant activities. The proposal is within the funded grant amount.

Financial Analysis: The grant award is for \$10,000. The City's match share is \$10,000, of which \$4,000 is cash and \$6,000 in-kind. The cash match is included in the Parks and Recreation Budget.

Recommendation: Approval.

Attachments: None.

Contact Person

| | | | |
|-------------|--|--|--|
| Name: | Ramona Newman | Steve Brooks | Andrew Cammack |
| Title: | Project Specialist | Director | City Arborist |
| Department: | City Manager's Office | Parks and Recreation | Parks and Recreation |
| Phone: | (502) 875-8500 | (502) 875-8574 | (502) 227-4326 |
| E-mail: | RNewman@fewpb.com | Sbrooks@fewpb.com | acammack@fewpb.net |

- 6.6 Authorization to Execute an Agreement with William R. Pulliam, Greenway Enterprises, Inc., and Bluegrass Development of Frankfort to End Cost Recovery at The Links at Duckers Lake, the Village at Duckers Lake and Duckers Point Subdivision and for Payment of the Final Lots. (Sewer Department)

Purpose: The purpose of this item is to authorize and execute the attached Agreement ending cost recovery for the development known as The Links at Duckers Lake, the Village at Duckers Lake and Duckers Point Subdivision. This also authorizes the payment of \$15,534.00 that is the payment for the final 90 lots at \$172.60 per lot.

Background: In October 1992, the City of Frankfort entered into a Cost Recovery Agreement with Bluegrass Development of Kentucky, and William R. Pulliam for the Development known as Duckers Point. This Cost Recovery Agreement ended in October 2002.

Financial Analysis: Funds are available in account 560.00.51100.

Recommendation: Approval.

Attachments: Agreement.

Contact Person

| | |
|-------------|--|
| Name: | William R. Scalf, Jr., PE |
| Title: | Director |
| Department: | Sewer |
| Phone: | (502) 875-2448 |
| Email: | wscalf@fewpb.com |

6.7 Authorization to Declare Miscellaneous Golf Equipment as Surplus for Disposal through Transferring to the Franklin County Lakeview Park Facility. (City Manager)

Purpose: The purpose of this item is to consider declaring miscellaneous golf equipment consisting of one set of cups, one cup changer, one set of flags, one cup puller, and one cup setter, as surplus and authorize the disposal through transferring of items to the Franklin County Lakeview Park facility.

Background: For a couple of years the identified items have not been used by the City. The equipment has been loaned to the Franklin County Lakeview Park facility for its use. As the equipment is no longer needed by the City's golf course, it is recommended that the items be declared surplus and transferred to the Lakeview Park facility.

Financial Analysis: The total estimated value of all items listed is approximately \$1,000. As the items are not to be replaced by the City, there will be no financial impact.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Gary Muller
Title: Acting City Manager
Department: City Manager
Phone: (502) 875-8513
E-mail: Gmuller@fewpb.com

6.8 Personnel.

| <u>Personnel Action</u> | <u>Employee</u> | <u>Department</u> | <u>Effective Date</u> | <u>Other</u> |
|-------------------------|-----------------------|-------------------------|-----------------------|--|
| Confirmation | Dustin K. Bowman | Police | 10/22/03 | Patrol Officer |
| Confirmation | Paul D. Wise | Police | 10/22/03 | Patrol Officer |
| Confirmation | Gary A. Rubado | Police | 11/12/03 | Patrol Officer |
| Retirement | Richard D. Whelan | Police | 10/31/03 | Patrol Officer, authorize payment 36.25 hrs. accrued vacation leave |
| Retirement | James W. Clark | Fire | 10/31/03 | Firefighter/Paramedic, authorize payment 65.45 hrs. accrued vacation leave |
| Offer of Employment | John F. Crum, III | Fire | | Firefighter, contingent upon successful completion of physical exam |
| Appointment | Nicole Pritchett | Finance | 10/21/03 | Account Clerk I |
| Promotion | William J. Edington | Public Works Sanitation | 10/21/03 | from Maintenance Worker I to Recycling Coordinator |
| Promotion | Anthony M. Jones, Sr. | Public Works | 10/21/03 | from Maintenance |

| | | | | |
|-------------|------------------|-------------------------------|----------|--|
| | | Streets Division | | Worker to Equipment Operator I |
| Resignation | Stephen Mitchell | Public Works Streets Division | 10/17/03 | Maintenance Worker, authorize payment 75 hrs. accrued vacation leave |

*Extend Probationary Period for an Additional Six Months

Jeffrey N. Roberts

Police

From 9/13/03 to 3/13/04

Patrol Officer

* Officer Roberts was called to active duty by Kentucky National Guard effective 1/27/03 and returned on 8/19/03 (204 days). Therefore, Officer Roberts has not been able to complete the twelve (12) month probationary period necessary before confirmation.

Recommendation: Approval.

Attachments: Letter from Officer Whelan dated 8/28/03.
Letter from Firefighter/Paramedic Clark dated 10/13/03.

Contact Person:

Name: John Morrow
Title: Personnel Director
Department: City Manager's Office
Phone: (502) 875-8500
E-Mail: Jmorrow@fewpb.com

Ted W. Evans
Chief of Police
Police
(502) 875-8523
Tevans@fewpb.com

7. BOARD APPOINTMENTS

8. OLD BUSINESS

8.1 Amend Continuing Engineering Services Agreement with Quest Engineers to Evaluate and Perform Design Services on Pump Stations. (Sewer Department)

Purpose: The purpose of this item is to consider an increase in the contract amount on the Continuing Services Agreement with Quest Engineers to evaluate and perform design services on pump stations throughout the system. This increase covers the design of the Two Creeks 3, Miami, Holly Hills and Cedar Run Pump Stations.

Background: On 5/19/03, the City of Frankfort awarded a Continuing Services Agreement to Quest Engineers to perform engineering services associated with pump station evaluation, design, bidding, planning, construction administration and standard detail/specification preparation. This Continuing Services Agreement is for a period of five (5) years and originally included a base fee of \$200,000. The increase in contract amount by \$40,000, raising the contract price from \$200,000 to \$240,000, will not increase the time of the Agreement.

Financial Analysis: Funds are available in account 300.68.56550.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: (502) 875-2448
Email: wscalf@fewpb.com

8.2 Authorization to Advertise for Environmental Professional Services to Complete Required Environmental Studies for CDBG Grant related to the "Save the Grand" Project (Part of Memorandum of Agreement). (City Manager's Office)

Purpose: The purpose of this item is to consider authorization for advertisement of Request for Proposals (RFP) for the procurement of a consultant to complete an environmental review in anticipation of applying for federal funds for the Grand Theatre.

Background: On 8/29/03, the City of Frankfort, in conjunction with Downtown Frankfort, Inc., submitted a funding application to Kentucky Housing Corporation for Renaissance Kentucky 2003 competitive funding. This Phase I application was for \$250,000 to purchase the Grand Theatre building. The City anticipates applying to the Kentucky Department for Local Government Community Development Block Grant Program (CDBG) for partial funding of Phase II renovation. CDBG funds are federal dollars that require compliance with environmental requirements found in 24 CFR Part 58. These requirements must be met prior to obligating any project funds, regardless of source. They must also be met when CDBG funds are anticipated in whole or in part on a project. Therefore, if CDBG funds are anticipated as part of the funding package for Phase II of the Grand Theatre project, environmental requirements must be met prior to any non-federal funds being expended in Phase I on the project

Requirements under the CDBG program can be complicated, confusing and time-consuming. It is in the best interest of the City to contract for this service with a firm having the necessary capacity and technical expertise. This will be an efficient use of City resources, with City staff able to oversee and assist the contractor.

Financial Analysis: The budgetary impact anticipated is \$5,000, to be funded from contingency account 95.53295. In accordance with the Memorandum of Agreement, this amount is to be paid back to the City from Save the Grand, Inc. upon approval or denial of the grant application.

Recommendation: Approval.

Attachments: None.

Contact Person

| | | |
|-------------|--|--|
| Name: | Gary Muller | Ramona Newman |
| Title: | Acting City Manager | Project Coordinator |
| Department: | City Manager | City Manager |
| Phone: | (502) 875-8513 | (502) 875-8500 |
| E-mail: | Gmuller@fewpb.com | Rnewman@fewpb.com |

8.3 Approval of the Scope of Work and Agreement for Professional Services with Context Planning Firm to Complete Required Urban Renewal Plan and Studies for the CDBG Grant related to the "Save the Grand" Project (Part of Memorandum of Agreement). (City Manager's Office)

Purpose: The purpose of this item is to authorize Context Planning Firm, Mr. Wayne Bennett, with whom the City currently has a professional service contact for the subdivision regulations rewrite, to complete the required Urban Renewal Plan and studies in anticipation of applying for federal funds for the Grand Theatre.

Background: As CDBG funds are anticipated as part of the funding package for Phase II of the Grand Theatre project, an Urban Renewal Plan and Study must be completed prior to the submittal of the Phase II grant (CDBG).

Financial Analysis: The budgetary impact is \$7,500 for the identified scope of work required for this project, to be funded from contingency account 95.53295. In accordance with the Memorandum of Agreement, this amount is to be paid back to the City from Save the Grand, Inc. upon approval or denial of the grant application.

Recommendation: Approval.

Attachments: Letter from Context dated 8/14/03 reference Urban Renewal Planning Process.

Contact Person

| | | |
|-------------|---------------------|--------------------------|
| Name: | Gary Muller | Ramona Newman |
| Title: | Acting City Manager | Project Coordinator |
| Department: | City Manager | City Manager |
| Phone: | (502) 875-8513 | (502) 875-8500 |
| E-mail: | Gmuller@fewpb.com | <u>Rnewman@fewpb.com</u> |

8.4 Continuing Engineering Services Agreement with Strand Engineers - Phase 2 Stormwater Permit. (Public Works Department)

Purpose: The purpose of this item is to consider entering a Continuing Engineering Services Agreement with Strand Engineers to assist the City with the Phase 2 Stormwater Permit implementation.

Background: The Kentucky Division of Water has officially designated the City of Frankfort and portions of Franklin County as a Phase 2 stormwater community. The Phase 2 Stormwater Permit requires the City and the County to evaluate its stormwater system and begin development of a stormwater quality program. Strand Engineers will assist the City and County in implementing the stormwater program that has been approved by the Kentucky Natural Resources Cabinet. Items to be implemented in year one include: creation of an MOU between the City and the County, establishing erosion control ordinances, and establishing a good housekeeping program to help the City maintenance departments comply with Phase II requirements.

The City has approached this permit as a joint project with the County to achieve cost savings for both entities. The project's cost participation was determined to be 75% for the City and 25% for the County, based on land use.

Financial Analysis: Funds are allocated in Capital Improvement Account 100.90.53295 for these professional services. This initial agreement with Strand and Associates is not to exceed \$50,000.

Recommendation: Approval.

Attachments: Engineering Services Agreement.

Contact Person

| | | |
|-------------|---------------------------|-------------------------------------|
| Name: | Jeff Hackbart | Vickie Sewell |
| Title: | Director | Director |
| Department: | Public Works | Franklin County Planning and Zoning |
| Phone | (502) 875-8563 | (502) 875-8706 |
| E-mail | <u>jhackbrt@fewpb.com</u> | |

8.5 Approval of Ranking of the Top Three Firms in regards to the Request for Qualifications (RFQ) for Architectural Services for Police, 911 and EOC Facilities and Authorize the Mayor to Execute an Architectural Services Contract. (City Manager's Office)

Purpose: The purpose of this item is to select the top firm to provide the City with architectural services related to Police/911/EOC/Fire safety building or buildings.

Background: During the budget review process in May, 2003, the Board of Commissioners requested that an RFQ be prepared for architectural services concerning either one or multiple buildings for the Police, 911 communications center, and EOC facilities.

On 8/18/03, the Board approved the draft RFQ and authorization for advertising the RFQ seeking architectural services in regards to police/911/EOC.

On 10/6/03, the top ranked three firms made presentations to the Board. The firms were asked how the cost of its study would be effected if the Fire Administration building were included. Each of the three firms indicated that this would not change their quoted price.

Based on the presentations and after review of the original ranking sheets, the ranking of the top three firms by the review team, based on the attached weighed point system, is as follows: Architects Design Group (482.50 pts), Brandstetter Carroll (475 pts), and CMW (462.50 pts).

The Board may agree with the review team's recommendation or may amend the weighted point system or create their own as deemed necessary.

Financial Analysis: The fee for these services will be at a not-to-exceed fee of \$22,000 with funding from Reserve for Contingency, 95.53295. This does not include the architectural services related to design and engineering which is based on a percentage of the overall construction costs.

Recommendation: Approval.

Attachments: Evaluation for Request for Qualifications.

Contact Person

Name: Gary Muller
Title: Acting City Manager
Department: City Manager
Phone: (502) 875-8513
E-mail: Gmuller@fewpb.com

9. NEW BUSINESS

9.1 Request for Proposals (RFP) for Wage and Classification Study.

Purpose: The purpose of this item is to consider authorization to solicit Request for Proposals (RFP) seeking a Wage and Classification Study for all employees of the City.

Background: During the budget review process in May, 2003, the Board of Commissioners requested that a wage and classification study be completed.

On 10/6/03, the Board reviewed the draft RFP. No changes have been made.

The advertising for the RFP is within the City's budget; however the hiring of a consultant related to the services to be provided is not funded. These funds will need to come from the general fund in this fiscal year and subsequent years to implement the study.

Recommendation: Approval.

Attachments: Request for Proposals.

Contact Person

Name: Gary Muller
Title: Acting City Manager
Department: City Manager
Phone: (502) 875-8513
E-mail: Gmuller@fewpb.com

9.2 Lease Agreement Amendment and Renewal with Commonwealth of Kentucky for Capitol View Park. (Parks and Recreation)

Purpose: The purpose of this item is to consider a Lease Agreement Amendment and Renewal with the Commonwealth of Kentucky for Capitol View Park, which is a planned development by the City that has and will continue to be used for recreational activities.

Background: On 10/13/83, the City of Frankfort entered into a lease with the Commonwealth of Kentucky for Capitol View Park for a period of twenty (20) years, with one additional twenty (20) year extension. The Commonwealth has forwarded a Lease Agreement Amendment and Renewal for consideration which changes the wording and numbers from "with one additional twenty (20) year extension" to "with four (4) automatic five (5) year renewals" and includes a new section for cancellation of lease agreement.

Recommendation: Approval.

Attachments: Lease Agreement Amendment and Renewal.

Contact Person

Name: Steve Brooks
Title: Director
Department: Parks and Recreation
Phone: (502) 875-8575
E-mail: Sbrooks@fewpb.com

9.3 Ewing Street Force Main Project. (Sewer Department)

Purpose: The purpose of this item is declare the Ewing Street Force Main Project as an emergency and award contracts to Allied Pump Rentals and Fuller, Mossbarger, Scott & May (FMSM) for Project.

Background: The Ewing Street force main was discovered to be broken on 10/14/03. The Kentucky Division of Water has been notified and is being updated as the project progresses.

A temporary pumping system has been obtained from Allied Pump Rentals, Elizabethtown, KY, which will allow rerouting of sewage to the Capital Avenue Pump Station, with inspection and design services being provided by FMSM.

Financial Analysis: Estimated cost for temporary pumping system from Allied Pump Rentals for

approximately four (4) months is \$45,000, plus the cost of technician for maintenance at \$55/hour. FMSM will evaluate project on 10/17/03 and provide a not-to-exceed fee. Funding for this project will be from equipment account 300.68.56550.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

10. CITIZEN COMMENTS (Non-agenda items)

11. COMMISSIONER COMMENTS

12. ADJOURNMENT